D0Race: Communication & Documentation

- Ursula Bassler Recommendations of the Video Task Force (10')
- Vivan O'Dell VRVS: install it, use it, enjoy it! (15')
- Sharon Hagopian The Mechanics of Meetings (10')
- Mark Soseber Color Meeting Organisation
- Heidi Schellman Meeting-Mechanics at CERN (10')

Video Task Force

- goal:
 - understand current problems with videoconferencing at D0
 - survey of different systems (ISDN, IP, VRVS)
 - recommendations for improvement of videoconferencing at D0
- initiated end of November, finale report End of January: http://www2.physics.umd.edu/~eno/junk/
- members: Ursula Bassler, Sarah Eno, Ron Lipton, Tom Marshall, Gordon Watts

- Meeting habits:
 - Post transparencies on the web prior to the meeting!!!!
 - ⇒ Achieving system for agendas/transparencies
 - General "Welcome" at the beginning of the meeting to identify who is connected
 - Proper use of microphones: use headsets when available, don't put mikes close to Fans,
 - Font-size 22-24
 - Fixed focus camera setting, use of laser pointers
- Off-side camera control? (personal question)

•Technical Aspects:

- Test setup for simultaneous transmission of ISDN and VRVS (IP-based) in the 9th circle
 - rooms should all be equipped with laptop projectors and document cameras (f.ex. Toshiba for \$4400)
 - replace obsolete equipment in the FarSide
 - buy only "quiet" transparencies projectors
 - headsets for speakers (or at least lapel mikes)
 - multiple mikes for the 9th circle
 - 3 scanners at D0 (for people handwriting transparencies)

•Rooms:

- remove AC from the windows in the FarSide and 9th circle
 - stiffen floor under the transparency table
 - clean-up the room (cable routing, tables)
 - separate lighting in the screen area
 - extend Dog-house in Tata-Area

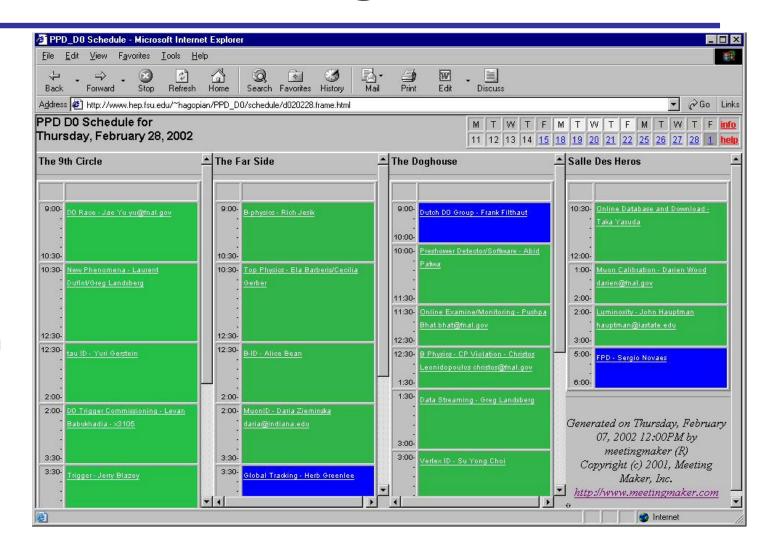
•Man-power:



- FNAL-technician assigned to be responsible for the video equipment
- Short "training course" for convenors
- permanent committee to survey video quality at D0 and developments in the technical field
- know how to contact Sheila Cisko and Tom Marshall in case of problems

New D0-Meeting overview

- provided by Florida State
- "crude" way to link webpages possible
- better:
 interface with
 Mike
 Sosebee's
 meeting
 scheduler



very nice short-term improvement!

CERN Document Server



CERN Document Server



Tasks

Videoconferencing: VRVS

- ⇒ install test facility to use VRVS in parallel with ISDN
- ⇒ possible to use VRVS only with the polycom systems: IP-addresses of the 9th circle: 131.225.224.118 the doghouse 131.225.224.154
- ⇒ advertise information on Setup and how to use VRVS
- ⇒ get feed-back and put together recommendations on hardware for individual users (cameras, headsets, mikes...)
- ⇒has someone a good working setup for LINUX?

Documentation:

- ⇒ implement Mike Sosebee's document loader
- ⇒ possiblity to get CERN documenting system?